



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST**ANNOUNCEMENT NO. 52355****POSITION TITLE:** SENIOR LOCAL AREA NETWORK ADMINISTRATOR **JG: 23****LOCATION:** Appellate Division, Second Department
45 Monroe Place Brooklyn, NY 11201**BASE SALARY:** \$ 79,805 + \$4,635 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE

QUALIFICATIONS: Certification in Network Administration within eighteen (18) months of appointment; and One year of service in the Local Area Network Administrator title, or Bachelor's degree in computer science or a related field from an accredited college or university and two (2) years of local area network operations experience, or Three years of local area network operations experience, or An equivalent combination of education and experience. **Experience with WordPerfect (version X7 and later), CSS, HTML, java script, Pearl streaming and audio/video troubleshooting is preferred.**

DISTINGUISHING FEATURES OF WORK: Senior Local Area Network Administrators are assigned to administrative offices throughout the Unified Court System where, under supervision of administrative office personnel or local area network administrators, they are responsible for monitoring complex PC networks in order to ensure that the networks are available to all users. Senior Local Area Network Administrators install operating and application software and hardware in accordance with Department of Information Technology standards, policies, and procedures. Senior Local Area Administrators coordinate the responsibilities of local area network administrators, resolve problems with the implementation, operation, and maintenance of communication media, computer equipment, and network design, and perform other related duties.

ASSIGNMENT: The individual selected will participate in all areas of desktop/technical support in the Appellate Division, Second Judicial Department with primary responsibilities for its ancillary agencies. Duties include, but are not limited to, troubleshooting user network/PC/hardware/application issues; implementing hardware and software inventory controls; web publishing; providing back up for technology staff on annual or sick leave; and assisting with special projects on an as needed basis. Applicants must have working knowledge of Active Directory and Active Roles, Office 365 application suite, System Center Configuration Manager, and extensive desktop troubleshooting skills. Experience with WordPerfect (version X7 and later), CSS, HTML, java script, Pearl streaming and audio/video troubleshooting is preferred. Acceptable certifications include MCSA (Microsoft Certified Solutions Associate), or any Microsoft Administrator certification [Administrator - Learn | Microsoft Docs](#) or equivalent. Travel to various court facilities located in the 10 counties of the Second Department may be required when necessary.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications must submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume by email to AD2-Postings@nycourts.gov with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: July 26, 2023**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 23, 2023

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.